

DIRECTIVE NUMBER 300-02-11

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Emergency Weather Policy

1. Purpose. To advise employees of agency policy for emergency weather situations.
2. Policy. As a condition of employment, employees of the Kansas Department of Labor are expected to be at work during their regular periods of work, regardless of weather conditions. However, the State of Kansas recognizes that there are circumstances which may make it impossible to attend.
3. Action Required. A Declaration of Emergency Weather may be made as follows:
 - a. If a Declaration of Emergency Weather is made by the Governor, KDOL Communications office staff will assist in the notification of KDOL offices as needed.
 - b. Generally, no KDOL employee is considered to be an "essential employee" during a Declaration of Emergency Weather, and offices may be totally shut down or closed as deemed necessary. Division Directors may determine that under special circumstances some employees could be considered essential. This determination must be approved in writing by the Secretary of Labor.
 - c. The Secretary of Labor may issue a Declaration of Emergency Weather for locations outside of Shawnee County when the Governor has not issued a Declaration for those areas. To make such a declaration, the following procedures shall be used:
4. Local office managers or other designated representative who believe weather conditions are sufficiently bad to warrant an office closing, must contact the UI Directors Office for approval for closing. If the local office manager is unavailable the designated representative should request the approval for the office closure. The following guidelines shall be followed when closing offices:
 - e. If more than one KDOL Division has staff in the same location, all location managers must be in agreement of the necessity to close the office location.
 - f. If KDOL is co-located with or in close proximity to other State agencies, KDOL offices should not close unless other State agency offices are also closing.
 - g. Other considerations could include whether or not schools and businesses are closing and a local weather forecast for worsening conditions has been issued, to include hazardous road conditions exist or are expected.
4. Once the decision to close an office has been made, the local office manager or designated representative, **MUST IMMEDIATELY** notify the UI Directors Office of the date, time and the duration of the office closure. Offices may not be closed until approval has been received from the UI Directors Office. Documentation concerning the decision to close should be forwarded to the UI Director as soon as possible. The UI Directors

Office will notify the KDOL Secretary of Labor, who will notify the Governor's Office and the Division of Personnel Services.

- . Full-time employees of the Department of Labor who unavoidably miss work because of bad weather will not be charged accrued leave for the period of time covered by the Declaration of Emergency Weather.
 - a. Employees who had approved leave during the period of time covered by a Declaration of Emergency Weather will not have leave credits restored for that period of time.
 - b. Hourly employees, including part-time and temporary employees, who unavoidably miss work because of bad weather will be paid for the number of hours they were scheduled to work during the period covered by the Declaration of Emergency Weather.
 - c. All time covered by a Declaration of Emergency Weather for employees who qualify under this policy is to be charged to "KDOL Inclement Weather Leave," time code "IWN." Exempt employees should also key actual inclement weather hours used.
5. Agency employees who are off work because of weather conditions during a Declaration of Emergency Weather are expected to make every effort to return to work as soon as possible, without waiting to be called and without waiting for notice that the Declaration has expired. Agency employees who are off work because of severe weather must keep in touch with their supervisor, or other agency management personnel, as appropriate.
6. KDOL After Hours Contact (Regular Business Hours Monday-Friday, 8am-5pm)
- 0. Office Manager or designated representative must contact Mike Gee as follows:
 - a. Email: mike.gee@dol.ks.gov
 - b. Text message: (785) 341-5787 (cellular text)
 - c. Phone: (785) 341-5787 cell, (785) 438-9577 work cell or (785) 494-2719 home.
7. Inquiries. Mike Gee (785) 296-5000 ext. 2726
Ronda Kirk (785) 296-5000 ext. 2725

Rescissions: 300-02-11	Expiration Date: Continuous
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